Information Technology Resource Management Council (ITRMC)
Meeting Minutes
(Approved by Council June 20, 2001)

April 25, 2001
8:35 a.m. to 1:25 p.m., East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The April 25, 2001 meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

Pam Ahrens, Council Chairman, who welcomed members and guests present, called the meeting to order.

ATTENDANCE

Members/Designates Present:

Ms. Pam Ahrens, Chairman
Mr. Eric Beck, Agency IS Representative
Mr. Dwight Bower, Agency Executive Office
Senator Hal Bunderson, Idaho Senate
Dr. Gregory Fitch, State Board of Education
Representative Lee Gagner
Dr. Marilyn Howard, Dept. of Education
Ms. Mary Elizabeth Jones, Rural Representative
Mr. Karl Kurtz, Agency Executive Officer
Mr. Roger Parks, Private Industry Representative
Mr. J.D. Williams, State Controller
*Mr. Dave Rich, Idaho State Police

Absent Members:

Mr. Ken Harward, Local Gov't. Representative
Representative Bert Marley, Idaho House
Mr. John Peay, Judicial Representative
Senator Clint Stennett, Idaho Senate
Col. Ed Strickfaden, Idaho State Police

*Designate

Others Present:

Mr. Steve Allison, State Controller's Office
Mr. Brad Alvaro, Dept. of Correction
Mr. Greg Anders, Idaho State Library
Mr. Hal Anderson, Dept of Water Resources
Ms. Angela Babcock, State Controller's Office
Ms. Elizabeth Brooke, State Controller's Office
Mr. Jan Cox, Division of Purchasing
Mr. Devery Danforth
Ms. Dena Duncan, Dept of Administration
Mr. Rich Elwood, ITRMC Staff
Mr. Bill Farnsworth, ITRMC Staff
Ms. Emily Gales, ITRMC Staff
Ms. Kelli Jenkins, Qwest
Mr. Tony Johannsen, Foundry Networks
Mr. Keith Johnson, State Controller's Office
Mr. Steve Kenyon, State Controller's Office
Mr. Laird Justin, State Controller's Office
Mr. Mark Little, Division of Purchasing
Mr. Rich Mincer, Department of Education
Mr. Joe Roche, DITCS
Mr. Jeff Shinn, Div. of Financial Management
Ms. Carol Silvers, State Library
Mr. Scott Somerhalder, Access Idaho
Ms. Connie Spofford, Industrial Commission
Mr. Rob Spofford, Dept of Water Resources
Ms. Nancy Szofran, State Board of Education
Ms. Rose Totorica, Qwest
Mr. Brandon Woolf, State Controller's Office
Mr. Charles Wright, Dept of Health & Welfare

MOTION TO APPROVE FEBRUARY 20, 2001 MINUTES

Dr. Gregory Fitch moved and Mary Elizabeth Jones seconded a motion to approve the February 20, 2001 ITRMC Meeting Minutes, and the motion passed unanimously.

ITRMC STAFF UPDATE

Chairman Pam Ahrens turned the floor over to **Rich Elwood**, Statewide Information Technology (IT) Coordinator, and asked him to speak to the group about new members of the ITRMC Staff. Mr. Elwood introduced **Emily Gales**, ITRMC Assistant, to the Council. Ms. Gales officially joined the team in January 2001. Elwood then introduced **Nathan Bentley** as the State Geographic Information Systems (GIS) Coordinator. Mr. Bentley provided the Council and others in attendance with details of his ten years of experience at the Utah State University (USU) Remote Sensing GIS Laboratory, where he headed up the BLM-USU LEMA Center.

Elwood advised that, after an extensive interview process, an offer had been extended to and accepted by **Don Fournier** for the ITRMC IT Policy Analyst position. Fournier is currently the Director of Global Network Operations at PSINet Corporation in New York. He will bring twenty years of experience to the state (including national and international experience), and is anxious to begin working in state government. Mr. Fournier will start work on May 14, 2001. After this time, the ITRMC Staff will be fully staffed. Chairman Ahrens then acknowledged **Bill Farnsworth**, IT Analyst. Farnsworth is the fifth member of the ITRMC Staff. Ms. Ahrens advised the Council was glad to have a full team to be a part of its effort.

DIVISION OF PURCHASING

Chairman Ahrens directed the Council's attention to **Jan Cox**, Division of Purchasing, who spoke to the Council regarding **electronic purchasing**. Since the February 2001 ITRMC meeting, the Division has been very busy with respect to the implementation of electronic purchasing. Division

staff has been trained, as well as employees of Boise State University (BSU), the Department of Water Resources (IDWR), and the Department of Health and Welfare (IDHW). Scheduled for **training** in May are persons from the Idaho State Police, Eastern Idaho Technical College (Idaho Falls), and the Department of Labor. Idaho State University is also scheduled for training later this summer. This training list is rapidly developing.

The electronic purchasing system requires two elements: **vendors** to do business with, and **participating agencies** to make the system attractive to vendors. Agencies already involved (specifically BSU and IDHW) are generating some excitement in the vendor community with respect to its desire to use the system. On an annual basis, the first six agencies to participate represent a potential for 8,000 to 10,000 bid/quote transactions, with a dollar volume of $7 – $12 million.

The new system allows for **central reporting**; and, as purchases are made by state agencies, the Division now has **line item visibility** of what is being purchased. This will allow for the Division to aggregate purchases statewide. Also, agencies will have the opportunity to do more of their own procurement, encouraging more businesses across the state to bid on state contracts. Purchasing staff could then dedicate more time to an enterprise-wide effort, rather than individual procurements.

The system has two sides: bid/quote and electronic catalog. Catalogs need to be uploaded into the purchasing system, and once completed, state buyers may access the system and shop on-line. A **quality control action** is now taking place, and Division staff is meeting with vendors to ensure they understand what the orders will look like, etc. Due to the **straightforward process for vendors,** the Division is hopeful the Internet database will be built fairly quickly.

There are vendor restrictions pertaining to the use of state information. Furthermore, in order for a business to have access to any information on the electronic purchasing system, it must be electronically registered. It may then access any bid on the system. It cannot, however, access the bid/quote side of the process. The system security is excellent, Cox said. The Division is working with the Controller's Office, SYSCOM (Purchasing is contracting with this privately held company that specializes in systems integration), and BSU to help facilitate **back-end/financial integration** of the system.

The contract for electronic purchasing includes a **public agency clause**, which states that cities and counties are free to use the database once it has been converted to the Internet (cities and counties may buy off of any state contract); and, due to the tremendous benefits, the Division would encourage the other political jurisdictions to take a close look at electronic purchasing, Cox said. The front-end cost is primarily associated with training and education. Chairman Ahrens noted the statute might need to be amended with regard to cities and counties.

With respect to vendors, the Division formally "kicked off" this project at the **Governor's Business Opportunity Conference** on April 18th. During the process of converting the Division's database data to the Internet-based system, letters were mailed to approximately 8,500 registered vendors. These vendors now need to confirm their information located on the Internet and provide the Division with an e-mail address. Opportunities to make presentations to businesses and civic groups with potential interest in this project are now being solicited by the Division. In May, Frank Pierce (in charge of training and implementation for the Division of Purchasing), along with the Idaho Transportation Department (ITD), will make traditional trips to small business seminars held

by ITD throughout the state. In conjunction with these visits, the Division has scheduled open meeting times in May and June to help **educate and answer questions** on electronic purchasing. These **open meetings** will be advertised via the Buy Idaho newsletter, state agencies, etc. The Division is excited about the momentum that is building around this project, Cox said. The law for implementing this system goes into effect on July 1, 2001.

Discussion

There was discussion by **Senator Hal Bunderson**, who inquired what the position of the Division of Purchasing should be with regard to designing a body of **local control** and **statewide coordination**, and advised this would be a subject that would be looked at by legislators in very serious terms starting this summer. Jan responded by advising that, in this respect, the Division is in a position to perform any contracting activity that would need to be done in order to facilitate what is ultimately implemented. Also, as a support agency, the Division would certainly take legislative guidance and do what was necessary for implementation. There is a small piece in place, Ride Express (used to purchase gasoline and other related services). This system possesses some elements of a **fleet management system** in terms of the ability to collect information on vehicles, such as: maintenance history, miles per gallon, etc.

CONTROLLER'S OFFICE

Chairman Ahrens presented **J.D. Williams**, State Controller, who discussed the financial end of electronic purchasing. Mr. Williams introduced Steve Allison**,** Administrator of Statewide Accounting, and Steve Kenyon, Administrator of Statewide Payroll. Williams went on to explain the management strategy of the State Controller's Office. Due to the rapidly declining cost of technology, the Office of the Controller is attempting to extend the life of its payroll and accounting Legacy systems by making small improvements. Furthermore, the longer the life of these systems is extended, the more cost effective it will be to replace them in the future.

In an attempt to put some of the Controller's government-to-government electronic commerce applications into context, **Steve Allison** provided a synopsis of some major statewide accounting systems.

STARS (Statewide Accounting and Reporting System)

STARS is a mainframe-based, accounting, budgetary control and financial reporting system. At the time chosen (late 1980's/early 1990's), this system was one of the only candidates of its kind that was robust enough and possessed sufficient functionality in the state government arena to perform core accounting functions. After the system was modified to fit Idaho's specific needs, STARS was implemented from 1990-3. As the Controller's Office moved toward producing compliant financial statements, it was determined that a fixed asset system was needed to determine the value of the state's fixed assets. The **Fixed Assess System (FAS)**, also mainframe-based, was then implemented from 1995-6. A great deal of early efforts by the Controller's Office was focused on meeting its financial reporting requirements. Later, the efforts of a number of agencies to meet agency financial management needs were addressed. The purpose, then, of the Controller's core accounting systems would also be to perform agency financial management functions. Applications that would meet agency needs were targeted so that it was not necessary for state agencies to individually build them. Thus, for the Controller's Office, Travel Express, Pcard Accounting and

systems with purchasing integration capability are three key priorities in the systems development area in statewide accounting. These mission critical financial systems are significant IT assets, and warrant strategic consideration of their intended use, Allison said.

There is a variety of agency accounting systems available. The Controller's Office maintains a **fairly "open" system**, whereas there are interfaces into and out of the statewide accounting system. As there are some agencies interested in implementing a full front-end accounting system of their own, the Controller's Office is drafting a white paper to address the issue of a centralized financial system throughout the state. Although STARS is a **central system**, it is not a robust reporting system. Overall, the Controller's Office is focusing on better input (in the form of Web-based e-commerce types of applications for transaction processing) and output solutions (tools used by agencies to look at the data available).

A number of other states are moving toward replacement of their Legacy systems. Through study of the abovementioned white paper and dialogue with policymakers, Allison feels the right decision will be made for the state of Idaho – to enhance the lives of the Office of the Controller's Legacy systems, which are significant assets.

Travel Express

With the development of Travel Express, the Controller's Office wanted to apply technology to the high-volume, common business process of travel reimbursement across the state. The application, which was designed and programmed by the State Controller's Office, **electronically processes travel reimbursement using the Internet**. Importantly, the application provides an interface to the core Legacy STARS accounting system. Also, Travel Express allows for faster reimbursement time (reducing times from as many as sixty days to as little as two days), single data entry and automatic auditing; and, although it is not yet linked with payroll, travelers can have their reimbursement directly deposited into their account. The application will be integrated with other financial management systems in the state, such as the Pcard. The National Association of State Information Resource Executives (NASIRE) awarded the Office of the Controller with the **"Best Digital Government Solution of 2000"** for the development of this application. The Office was also asked to present its Travel Express solution to the Association of Government Accountants at their Annual Professional Development Conference in July 2001.

- Also discussed was the lack of **central contracting** for travel reservations. There are, however, contracts in place with airlines for city pair rates. Although, better rates can sometimes be found on the Internet. There is also a contract in place for rental cars.

Pcard (purchasing card) Accounting

The Controller's Office has essentially built a bridge enabling its software (supplied by the Pcard provider) to integrate with the appropriate bank's software, and to create efficient accounting transactions for Pcard purchases, eliminating data entry. It is hoped that this application will enable greater agency use of the Pcard. This Pcard accounting application should be implemented by July 2001.

- Currently, there are approximately **forty-five agencies using the Pcard**. Others will also be using it within two to three months. There are approximately 10,000 transactions per month completed with the Pcard, valued at around $130 each. Based on 1998 data provided to

Purchasing by the Controller's Office, there are about 400,000 transactions (under $1,500) that could be performed using the Pcard.

eProcurement Integration

The Controller's Office has been working with the Division of Purchasing and SYSCOM to define how the electronic purchasing system will integrate with STARS. It is felt that the better these applications integrate with one another, the more appealing they will be for agencies to use them.

Chairman Ahrens then invited **Steve Kenyon** to speak to the group.

IPOPS (Idaho Paperless Online Personnel/Payroll System)

Using the previous Legacy-based payroll system, payroll was extremely labor-intensive. In fact, from an area such as Idaho Falls, the average routing process took about 10.5 days. With the development of IPOPS, all forms associated with the payroll system were placed on-line, allowing state agencies to complete them accordingly. With this **Internet-based system** in place, payroll forms from north Idaho have been routed in as little as four minutes.

The IPOPS program began with a pilot project, whereas security and confidentiality aspects were attained. The program was then put into production. Currently, direct deposit, employee deductions, tax, worker's compensation, personnel changes, changes to employees' personal information, and rate/salary updates are being performed using IPOPS. State agencies need only Internet access to use IPOPS. For internal control purposes, electronic signatures that show proper authorization for payroll transaction forms have been built into the system. Any document can be tracked at any time in its process using IPOPS, and there is an archive available for all forms that have been processed through IPOPS.

The next phase of IPOPS is **employee "self-service"**. First, the employee will be able to complete a timesheet on-line, route it to his or her supervisor, who then routes it to the Controller's Office. By the end of October, electronic pay stubs will be in force. Therefore, employees using direct deposit (about 76%) will no longer receive a remittance advice. For employees without Internet access, it will be the responsibility of their agency's payroll representative to print and distribute these forms. Next, employees will be able to make changes to W-2 forms electronically. Within one year, employees should have on-line access to their entire personnel history with the state. Currently, **95% of state agencies (representing 99.9% of state employees) are using IPOPS**. This system is saving the state a great deal of money, Kenyon said.

DEPARTMENT OF WATER RESOURCES

Chairman Ahrens introduced **Hal Anderson** who, in Idaho, is a GIS "pioneer". The true power of GIS is that it combines cartography (map making) with database management, said Anderson. Additionally, all maps and map features are intimately related – and key – to a relational database. Quite a number of organizations and agencies (including counties and all Idaho colleges) are using **GIS technology** in Idaho. As GIS data is developed, an infrastructure for Idaho's government operation is being built for issues such as health, safety, emergency, etc. Eighty to ninety percent of data used has a geographic component. In other words, a specific location of a boundary, home,

water right, etc., needs to be known. Therefore, it is important that the geographic component is kept active.

In Idaho, GIS started in the 1970's with the State Mapping Advisory Committee, which evolved into the Idaho Geographic Information Advisory Committee (IGIAC). Within two years of the start of this Committee, the attendance became four times that of the State Mapping Advisory Committee. This indicated that GIS technology was of interest and importance to state and county organizations. Around this time, the ITRMC was established and, due to its interest in GIS, an executive order formerly establishing the IGIAC (composed of federal, state and local representatives) and the Idaho Image Analysis Facility (housed at IDWR) was written by the Governor. This order was recently replaced by another executive order, which established the Idaho Geospatial Committee (IGC). Full-time state and federal data coordinator positions have also been established.

As a result of the ITRMC's involvement and interest in GIS activity, we are moving forward with **much more participation and ability than in the past**, Anderson said. When GIS work began in Idaho, three state agencies were involved: IDWR, ITD and the Department of Lands. Since then, the Department of Environmental Quality (DEQ), the Tax Commission and the Department of Fish and Game have added capabilities. Currently, there are a number of organizations that serve as primary data providers, including: Inside Idaho [through file transfer protocol (FTP) download capability], IDWR (FTP and Internet applications), Lands (FTP and Internet applications), and DEQ (Internet applications).

Those using GIS technologies deal with **data availability**, due to the expensive nature of creating geospatial data. Therefore, the GIS community is often seeking opportunities to receive such at no cost, or by cost sharing. This is a vital role of the State GIS Coordinator. A **Memorandum of Understanding** among state agencies, local governments, tribes and federal entities in Idaho is in the process of being signed. This agreement is for the collection, production and sharing of geospatial data, and the establishment of a coordinated statewide GIS clearinghouse.

When GIS was first developed, it was very costly and labor intensive because it required program specialists – those who really understood the technology in order to implement it. Additionally, it was very difficult to build the infrastructure to operate and use GIS. **GIS has evolved to the desktop environment** and is ubiquitous throughout IDWR (ArcView, GIS software, is running on about 70% of its personal computers). Even in a desktop environment, a GIS package still requires a fair amount of understanding and training to be operated effectively. The next evolution in GIS technology is **Internet applications**. Most state agencies utilizing GIS technology use ArcInfo, a reasonably new product from ESRI (Environmental Systems Research Institute), to run GIS applications. ArcIMS (Internet Map Server) is a web-based geographic information approach that allows the user to perform GIS mapping directly on his or her personal computer using a browser (no other software is required). This reduces cost, allows for customization of the applications so that they are specific to the user-base, and significantly increases efficiency. Although these applications can be complex, this seems relatively transparent to the user. Moreover, there has been quite a lot of investment to ensure these download files are smaller.

Discussion

There was discussion between **Karl Kurtz** and Hal Anderson regarding demographic information. By nature, **demographics** (socioeconomic data) are spatial information. This information can be

related to an area or a specific household. In fact, the U.S. Census Bureau uses GIS in the development of its data. The GIS approach will also be used in the **redistricting** of Idaho. Additionally, IDWR has partnered with the Legislative Services Office, along with a local contractor, to provide GIS support for the redistricting process. The major data source used for the redistricting process is the TIGRE (topographically integrated geographically referenced and encoded) files. Ten librarians across the state are now being trained for satellite redistricting facilities. Citizens can go to those libraries and use redistricting software, hardware and data to produce their own plan to produce to the redistricting committee.

Applications Demonstration

Mr. Anderson introduced **Tony Morse**, Manager of IDWR's Geospaitial Technology section, who demonstrated three ArcIMS applications developed at IDWR: **Snake River Basin Adjudication (SRBA) water rights**, the **Statewide Ground-Water Quality Monitoring Program**, and **Evapotranspiration** (loss of water by evaporation from the soil and transpiration from plants) **in the Bear River Basin**. These applications, which run off of a server at IDWR, can be accessed from the IDWR homepage (www.idwr.state.id.us/). IDWR has been working on these applications for the past year and a half.

Other Discussions

There was discussion between Senator Hal Bunderson, Mr. Morse and Mr. Anderson regarding a **GPS** (Global Positioning System), **adverse possession** (if someone has abandoned real property, another can claim it with no compensation due the original owner), and the importance of **identifying ownership boundaries**. The SRBA demonstrates a *representation* of real property, and errors are inherent. In order to accurately identify property lines, land surveyors must be consulted.

With regard to **national public lands** in Idaho, there is a certain amount of coordination done primarily on data set development and design for those data sets needed in state government, **hydrography** (the network of rivers and streams) in particular. This data set is used by – and important to the work of – the Department of Fish and Game, the Bureau of Land Management, IDWR and DEQ. Also, data generated by these agencies can be related to one core version of hydrography. Interaction and comparison of different layers of such information is difficult unless agencies use the same format or one that is interchangeable. It is important that we are able to share data uniformly, said Nathan Bentley. And, although most agencies have chosen to use ESRI software, there is currently an **open standard for GIS software** in the state of Idaho.

METAMORPHOSIS CONFERENCE

Bill Farnsworth referenced the handout composed by Council member **Mary Jones**: METAmorphosis 2001 Conference Report. At the Conference, Jones and Farnsworth had the opportunity to attend a number of great events, Farnsworth said. They were also able to work one-on-one with **META Group**'s government and security specialists. Additionally, issues dealt with by the Council were highlighted at the Conference, such as: digital government policy issues, cross-agency/department communication and data sharing, e-commerce, systems integration, federal standards preparation, and outsourcing.

Ms. Jones noted that **constituent relationship management** in government is very important. People in rural Idaho view state government as one entity, not as separate agencies. Therefore, it is important for agencies to work together so that citizens receive an immediate response when making an inquiry, rather than being referred from agency to agency.

ACCESS IDAHO UPDATE

Chairman Ahrens turned the floor over to **Scott Somerhalder**, Idaho Information Consortium (IIC), to update the Council on Access Idaho's accomplishments (refer to insert: **Access Idaho's General Manager's Report**, April 2001). Since the launch of the site in May 2000, twenty-one applications have been launched. They include e-commerce applications, Web sites and searchable databases. During the past month, Access Idaho experienced exponential growth, by bringing **ITD's Batch Driver's Records** application and the **Attorney General's (AG's) No Call list** on-line. In fact, on March 29th (one of the last three days to register for this quarter's No Call list), over 5,000 citizens registered, ten times the amount of registrations processed on any day previously.

In the near future, Access Idaho will be working with the **Tax Commission**, the **Department of Fish and Game**, the **Department of Labor**, and more with **ITD**. Although IIC's servers are working at a minimal capacity, the opportunity arose to purchase **new servers** that will handle four times that of its current servers. These servers are less expensive, smaller and faster. IIC has also **upgraded** its **internal billing system**, which will help to provide agencies with better billing reports. This is the second fairly significant upgrade to the Access Idaho network infrastructure in less than one year.

Mr. Somerhalder and Bill Farnsworth then demonstrated **a few completed Access Idaho applications**, including: the Department of Administration's (DOA) site, which was revamped by Access Idaho; Governor Kempthorne's Web site, which was developed with the use of templates provided by Access Idaho; the ITRMC site, also revamped by Access Idaho; the Idaho Electronic Campus, which provides long distance learning; the Secretary of State's UCC liens search; and the AG's No Call list.

National Information Consortium (NIC), IIC's parent company, provided the initial investment for the Access Idaho portal. IIC's funds are generated through transactions that occur via completed e-commerce applications. The state of Idaho partners with IIC to provide its services to Idaho citizens.

Note: Access Idaho's General Manager's Report is generated monthly. Also, Access Idaho Steering Committee meetings are held monthly.

ITRMC BUDGET

Rich Elwood reviewed the ITRMC Staff's budget allocations for fiscal year 2002. Nearly all of the funds for the ITRMC Staff are provided by state agencies through an assessment. The remainder is provided through the General Fund.

COMMITTEES / WORK GROUPS

(Refer to insert: ITRMC Committees and Work Groups*.)

ITRMC directly sponsors a number of standing committees and task force work groups. Mr. Elwood described the function of each committee and work group to the Council. Prior to today's meeting, all committee Chairs were asked to review the membership of their respective committees to ensure they are well represented by interested agencies. Elwood spoke extensively of the **Statewide IT Plan**, focusing on steps taken in the preliminary process of plan revision and on additional efforts needed to complete the revision by the end of 2001. Mr. Elwood's presentation also included proposals for the establishment of a **Metatag Work Group** and a **Secure Access to Applications and Data Work Group**. Potential Chairs and members were identified.

Discussions

Senator Hal Bunderson mentioned that historically, Idaho's laws are not equipped to handle invasion of privacy and securing information, and questioned whether Idaho law is adequate with regard to **identification and prosecution in the event of invasion of privacy**. One of the key issues the Secure Access to Applications and Data Work Group would need to address is what the current state of technology is in relation to the current status of federal and state law, said Elwood. There may be opportunity for the Work Group to evaluate this issue and to move forward with some **suggested changes to law** that would improve the ability to deal with other issues such as this.

There was discussion (Senator Bunderson, Rich Elwood) regarding **adequate input on ITRMC work groups from relevant parties of the private sector**. Mr. Elwood advised the ITRMC Staff is actively sensitive to the media-type information available on the Internet. It is important to identify key vendors/suppliers of information. Another critical aspect is to deal with such on a briefing basis, whereas information is provided (perhaps involving a non-disclosure agreement) to fully understand where such vendors' technologies are headed, and how they may apply to the state of Idaho. Research groups are another option. Within the state, there are several contracts with research groups. For instance, there are three contracts with Gartner Group (Controller's Office, IDHW, Department of Labor). The ITRMC Staff tries to utilize these kinds of contacts through existing channels. Additionally, Roger Parks is an ITRMC member who represents the private sector. Mr. Elwood would hope to meet with Mr. Parks periodically to discuss issues openly.

When Don Fournier arrives, he will assist in resolving remaining issues with the Internet Security Policy. A presentation will then be made to the Council regarding such, and the decision will be made whether to adopt the Policy or not. At that point, the Internet Security Work Group could disband or change in its emphasis, as there are other issues that could be addressed by this group.

Chairman Ahrens then invited Bill Farnsworth to provide background information on the proposed work groups.

Secure Access to Applications and Data

Individuals initially involved (**Dena Duncan**, Bill Farnsworth) conferred with the Controller's Office regarding a common log-on for employees. The Secure Access to Applications and Data

Work Group would determine a way to **authenticate and identify persons attempting to access the state network.** It is important to view this issue on a statewide basis, in order to reduce the number of employee log-ons/passwords. Also, this effort will require **significant cooperation among state agencies**. Already, there has been a great deal of support from participants of ISEC (Information Services Executive Committee). Creating policies and practices will charge the Work Group. Operation concepts and layout will also be of concern. Applications will need to be front-ended and integrated with whatever authentication method is implemented. DOA has already done work toward this (crypto cards, digital certificates). It needs to be decided whether to handle this in-house, outsource, or combine the two. Project timeframe and the registration process also need to be considered.

In many ways, this project will change the way we do business as a state, with contractors, and with citizens; and, we are trying to proceed with it as quickly as possible, said Ms. Duncan. J.D. Williams, proposed Chair, advised that this huge project is integral for the success of digital government for the entire statewide enterprise. Also, the project needs to be broken down into pieces; fundamental parts need to be identified and built upon.

MOTION TO CREATE SECURE ACCESS TO APPLICATIONS & DATA WORK GROUP

Karl Kurtz moved and Dwight Bower seconded a motion that the Council create the Secure Access to Applications and Data Work Group, and the motion passed unanimously.

Senator Hal Bunderson suggested there be a representative from the Attorney General's Office added to the Work Group. **Dave Rich**, Idaho State Police, advised he would like for a representative from the Department of Law Enforcement to also be added to the Work Group.

Metatags

Bill Farnsworth described metatags as data about data, similar to a card catalog. Metatags are an integrated strategy pertaining to information and records management, and are geared toward the content of a Web page, as they improve search capability. They support interoperability between state agencies, and fit in closely with the Access Idaho project. Carol Silvers, proposed Co-Chair, noted that even though metatags are fairly invisible, they are very much related to many other issues discussed at today's meeting (data, rather than framework and infrastructure). Mr. Farnsworth holds the idea that there are key metatags that should be on all "upper level" state Web pages. The Metatag Work Group would determine what these are. Examples of metatags are Web page titles, document key words, and the creator of the document, such as the department name.

MOTION TO CREATE METATAG WORK GROUP

Senator Hal Bunderson moved and J. D. Williams seconded a motion that the Council create the Metatag Work Group, and the motion passed unanimously.

Note: Keith Bumsted (ITD), currently a member of two ITRMC committees and the Statewide IT Plan Task Force, is retiring on April 27, 2001. His recommendations for a replacement

member(s) will be discussed at the April 26th Access Idaho Steering Committee meeting. Dwight Bower also advised he would provide recommendations.

*For an updated list of ITRMC committees and work groups, go to www2.state.id.us/itrmc/council/committees.htm.

BRIEF UPDATES

SQL Internet Database Server

The SQL (Structured Query Language – a database query language that was adopted as an industry standard in 1986) server represents cooperation among five state agencies/organizations: ITRMC, DOA, ITTP (Information Technology Training Program), the Department of Parks and Recreation and the Tax Commission. The server is housed at and administered by DOA. It is divided into five sections; and the fifth section is open to smaller agencies, including the portal Web server. The ITTP database and unclaimed property are two projects that are running off of the server at this time. The SQL server is a great resource for multiple agencies.

IDANET

Chairman Ahrens presented **Joe Roche**, Division of Information Technology and Communication Services (DITCS), who provided an update on the **IDANET** telecommunications initiative. At the February 20, 2001 ITRMC meeting, Mr. Roche reported that inventory information was being solicited (from each agency, K-12 and higher education) to get a sense of what telecommunications infrastructure was present in the state of Idaho. This information was collected and input into a database. GIS software was applied, and the information was portrayed graphically on a map of Idaho to obtain a sense of where the network aggregation points might be, and where people are transmitting or receiving information. The result was the design of a shared, statewide digital network that would serve the needs of state agencies, K-12 and higher education. Once phases move from design → bid → implementation → operation, this GIS database will be used to support a network operation center. From an ongoing standpoint, this database is very important with respect to network management and the assurance of performance expectations.

In March, the IDANET Re-Write Group formed a very focused task force, the IDANET Network Design Task Force. Virtually every day in the month of March, this group of six met for six-seven hours to design this network. They have also formed strategies and recommendations with respect to how the network should be managed and bid. Within one week, this task force would like to make a formal presentation to DOA Director Pam Ahrens, Joe Roche and Jan Cox. At that time a decision will be made on how quickly we will move forward on the IDANET project, said Roche. Also, "the IDANET group is poised and ready to perform".

Discussions

With regard to the Governor's initiatives to provide broadband capability in Idaho's rural communities (raised by **Representative Lee Gagner**), the IDANET group is attempting to leverage the money already spent on telecommunication services, hoping to provide some incentive for telecommunication providers to deploy digital broadband telecommunications capability in an area, Roche said. For example, suppose the state of Idaho requests high-speed digital telecommunications in an area, and a provider supplies it. Due to the way fiber optic networks

operate and the design of the equipment, the provider would have to supply more capacity than what is needed by the state of Idaho; and the additional capacity would be available for businesses. Presumably, a telecommunications provider would leverage the investment tax credit available through the current tax code.

Chairman Ahrens noted that the state of Idaho has developed the network design and is producing a procurement strategy. The service would be bought by the private sector, which will then make the investment. The buyer of the service will benefit from the investment tax credit, along with a variety of other things. Ms. Ahrens then recognized **Nancy Szofran**, Board of Education, for her coordination efforts with the IDANET initiative.

There was discussion (by Dwight Bower, Senator Bunderson and Representative Gagner) of the 1996 Telecommunications Act provision for the placement of utilities, in this case broadband, in interstate right-of-way, which is controlled by ITD. This is opportunity for bargaining and the capture of capacity, Bower said. It is likely that ITD will have an RFP (Request for Proposal) on one interstate in the near future.

Digital Government Boot Camp

Chairman Ahrens advised that the ITRMC meeting scheduled for October 16, 2001 would be held on **October 25th** in the form of the 2001 Idaho Digital Government Boot Camp. Sponsored by ITRMC, this will be a one-day conference focusing on emerging digital government issues. Currently, the ITRMC Staff is in the process of identifying speakers. Rich Elwood advised the Staff is seeking input on a formal theme for this year's Boot Camp, and that it is critical to distribute information about the conference to the perspective audience in a timely manner. Also, being considered is a "best practices" award, sponsored and presented by the Governor. This award would recognize significant IT efforts (in conjunction with adherence to policies established by the ITRMC) by various state agencies. A planning timeline for activities to take place in preparation of the Boot Camp has been created. More information about the Boot Camp will soon be available on the ITRMC Web site, and there will also be an informational postcard mailing.

NEW BUSINESS / ADJOURNMENT

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 1:25 p.m. The next ITRMC meeting is scheduled for Wednesday, June 20, 2001 from 8:30 - 11:30 a.m. in the East Conference Room, Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant